

EXECUTIVE SECRETARIAT

ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		✓		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OLL				
16	C/PAO				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
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21					
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SUSPENSE		Date _____			

Remarks

Executive Secretary

3/14/84

Date

3637 (10-81)

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Executive Registry

84-1231

MAR 12 1984

All Federal Departments and Agencies

Subject: Federal Acquisition Regulation (FAR) Forms

Some departments and agencies have informed us that they are encountering delays in receiving supplies of FAR forms. Apparently, this is due to the unexpectedly high demand for the forms and problems with the operation of the distribution system. We have been assured that orders for forms are being filled as quickly as possible. Pending receipt of the forms, departments and agencies are authorized to print, or otherwise reproduce, limited quantities of FAR forms. This authority for local reproduction expires on September 30, 1984.

Agencies should assure that their contracting offices have at least one reproducible copy of each essential FAR form. To obtain these forms, agencies must prepare a high-priority (Code 08) FEDSTRIP/MILSTRIP requisition listing the required forms and requesting one package of each. This requisition should be submitted to:

General Services Administration
Order Processing (WYSRP)
Room 5726, Regional Office Building
7th & D Streets SW
Washington, DC 20407

Questions regarding this matter should be referred to Mrs. Rice on (202) 472-2018.

Sincerely,

WILLIAM B. FERGUSON
Chairman,
Civilian Agency Acquisition Council

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